

Program	Category	Objective	Success Measurement	Completed	Next Steps	Status
Board Operations	Board Operations	Improve efficiency and effectiveness	N/A	Implemented organizational policies in 2019. Reviewed IT services arrangement with UCDSB, decided instead to source these services externally.	Create a memorandum of understanding and agreed fee for services for the International Students Program between UCLCET and UCDSB.	Progressing
ISP	Track & Evaluate Student Success	A 'check-up' process is in place to measure, monitor and adjust student success with their program pathway	A process is well documented and in place by the beginning of the 2018-19 school year	Process is in place at each report card issuance.	Document process formally.	Partially Completed
ISP	Track & Evaluate Student Success	There is a clearly defined and documented program pathway for each student prior to beginning studies at a UCDSB school	Each student is provided with a written document outlining a program pathway specific to that student At least 80% of students confirm that they had clear expectations and understanding of their program pathway prior to arrival	Program pathway issued prior to arrival for each student.	Include the question of if students had clear expectations and understanding of their program pathway prior to arrival.	Partially Completed
ISP	Track & Evaluate Student Success	Developing more in-depth marketing portfolio for agents to be able to give more information to incoming students about what to expect from their chosen school and homestay program	Ninety percent of agents report that they are confident in their understanding of the programming offered by the UCDSB for international students	New one page brochure (zMap) and school/community profile book completed. Videos have been shot, and currently being completed.	Survey agents.	Partially Completed
ISP	Track & Evaluate Student Success	Formalize lines of communication regarding expectation of roles and responsibilities between UCLCET and UCDSB	An agreement between UCLCET and UCDSB is established to document the roles and responsibilities related to supporting international students		An agreement between UCLCET and UCDSB is established to document the roles and responsibilities related to supporting international students	No action yet
ISP	Diversity	Increase percentage of international student population enrolled at rural schools	International student population enrolled at rural schools increases by 10% annually	New school and community profiles created for all UCDSB secondary schools. Created agreements with goal of distributing students to rural schools in mind (ie. Educatius in Vankleek Hill, AFS which allows us to distribute students amongst all UCDSB schools).	Define rural schools and analyze enrollment statistics.	Progressing
ISP	Diversity	Increase program options: summer programs, international opportunities for domestic students, dual credit/community partner programs, and increase involvement of international students in SHSM	A summer program available for students by 2019. At least 20 students participate in international opportunities. Ten students graduate from a UCDSB school with a SHSM certificate by the year 2018	Students are not able to participate in SHSM (no Co-Op allowed).		Complete
ISP	Diversity	Increase in continuity of enrollments: students for more than one year and partnerships with consistent programming need	The percentage of multiple year students increases by 10% annually for the next three years. At least three new partnerships are developed with consistent, year-after-year, programming	New partnerships developed with consistent programming: Global CanLink, AFS, MEF Schools (Turkey).	Analyze statistics of multiple year student enrollments.	Partially Completed
ISP	Diversity	Develop off shore programming for students in countries outside of Canada to study with UCDSB	Students in at least three different countries are enrolled in UCDSB programs by 2021	Explored opportunities for offering UCDSB curriculum abroad. It was discovered that we could only do so if we established private educational programming and it was determined that UCDSB was not interested in doing so.		Complete

ISP	Grow Host-Base	Sufficient qualified diverse homestay arrangements (families) to meet the current and future requirements (3yrs) of the international Program	A forecasting system is developed with the Canada Homestay Network to anticipate enrollment for three years	Forecasting process established with CHN.	Formal process documentation established.	Partially Completed
ISP	Grow Host-Base	Larger group of hosts to be able to match to the needs of student and family	The Canada Homestay Network increases their host base across the UCDSB by 10% annually	Have implemented a process to specifically target	Work with Canada Homestay Network	Progressing
ISP	Grow Host-Base	Host families have training available related to cross-cultural communication and other subjects relevant to the hosting experience	A central repository of training materials is available to host. At least two training sessions are available for hosts annually.	Training sessions hosted 2 times annually in each of 4 different regions across UCDSB.	Follow up with Canada Homestay about the availability of a training material repository.	Partially Completed
ISP	Grow Host-Base	Maintain engagement and satisfaction of hosts in the homestay program	Turnover of homestay family participation is reduced by 10% annually. Homestay relocation rate to decrease by 10% annually.	Anecdotaly we have experienced improved turnover and relocation rates.	Follow up with Canada Homestay to inquire about turnover and relocation statistics.	Progressing
ISP	Create Strong Connections	Increased professional learning opportunities for administrators, staff, partners and hosts	A professional development plan for UCDSB staff specific to the International Education Program and supporting international students	ESL training offered in 2016 - 18, in partnership with Program Department. Funding reduced and central ESL staff no longer available to continue initiative.	UCLCET staff to lead a professional development session at an upcoming LLMA event. Establish a documented plan for ongoing professional development.	Progressing
ISP	Create Strong Connections	Clear and transparent communication protocol between all stakeholders	Communication protocol is documented and available to all stakeholders related to UCDSB international education, including schools, homestay families, homestay service providers, students, families, and agents	Currently included for students, parents and agencies through orientation manual.	Create one page document to share with school staff.	Progressing
ISP	Create Strong Connections	Build accountability through an annual review process in a systematic approach/schedule: cyclical (Plan, Act, Assess, Reflect)	An annual program review process involving a variety of stakeholders is established within two years		Develop a plan for this review, including the intended stakeholders to involve and the process for completing the program review.	No action yet
ISP	Create Strong Connections	Academic achievement and success amongst international students increases	Credit accumulation rate of international students increases annually. Graduation rate of international students increases annually	Credit accumulation rate of international students has increased annually since 2016. Graduation rate not yet compared, year over year.	Calculate and compare graduation rate, year over year.	Progressing
ISP	Create Strong Connections	A consistent and transparent system for tracking each student's strengths, needs and progress within the UCDSB schools is available for all stakeholders	The creation of such a system before the 2018-2019 school year	Worked with student database provider to develop functionality to share such information across various stakeholders. Currently available for school staff and administrators, homestay providers, and central UCDSB staff.	Develop training materials for appropriate use of international student database.	Partially Completed
ISP	Track Integration and Engagement	Encourage the development of programs to assist with the welcome and inclusion of international students with clearly defined objectives and expectations in every secondary school in line with <i>Open Doors and Minds</i>	Every UCDSB school welcoming international students has at least one element of defined programming to assist with the welcome and inclusion of international students within three years	Every UCDSB school welcoming international students has at least one element of defined programming to assist with the welcome and inclusion of international students	Document the defined programming for welcome and inclusion of international students at each school.	Complete

ISP	Track Integration and Engagement	Integrate professional learning in the international program PD and PLD with Teaching and Learning Department	At least two professional learning opportunities related to international education are offered by the UCDSB annually by the 2018-2019 academic year	ESL training offered in 2016 - 18, in partnership with Program Department. Funding reduced and central ESL staff no longer available to continue initiative.	UCLCET staff to lead a professional development session at an upcoming LLMA event. Establish a documented plan for ongoing professional development.	Progressing
ISP	Track Integration and Engagement	A curriculum based international education trip to a partner school is established annually	Such a trip is offered by the 2018-2019 school year, with at least ten UCDSB students participating			No action yet
ISP	Track Integration and Engagement	Develop an international certificate program with target components including: Languages, homestay hosting experiences, volunteer activities, and outbound study opportunities	This was updated previously. Should be amended to be related to the exploration of feasibility, rather than actually offering the certificate	Explored potential for international certificate program through third party provider (AFS). Reviewed international certificate programs offered by other school districts (Ottawa and Calgary).	Document possible international certificate options and present to UCLCET Board of Directors.	Progressing
SNP	Sustainable Plan for Funding and Planning	Overcome one-year planning according to funding	A plan is established for three years of programming, with contingencies established based on funding acquired	Contingency plan completed and presented to UCLCET Board of Directors.		Complete
SNP	Sustainable Plan for Funding and Planning	Additional funding partners sourced and established	At least two new partners provide funding for SNPs by 2019 with consideration of Student Nutrition of Ontario policies and guidelines around new funding partnerships	Funding sourced through United Way of SD&G. and increased funding from UW - Prescott Russell	Continue to work with organizations and seek funding oppurtunities	Complete
SNP	Align and Integrate with the Curriculum	Align with the Ontario's current curriculum material regarding SNP programming	A study is completed to identify alignment opportunities between Ontario curriculum and the work by SNPs by the end of the 2017-2018 school year			No action yet
SNP	Align and Integrate with the Curriculum	Partner with complementary programs involved in student nutrition and curriculum	Formal partnerships with at least two different complementary programs by the end of the 2018-2019 school year	Partnerships with 3 new producers	Continue to work with local businesses	Complete
SNP	Align and Integrate with the Curriculum	Have a central repository of material that supports student nutrition programming	Such a repository is available to relevant stakeholders before the 2018-2019 school year with school staff from at least 50 different school accessing material annually	Currently working this central system through our Newsletter and FB page. Continue to share materials as well though our SNO network		Progressing
SNP	Create Awareness of the Program	Build champions of the program	A SNP champion is established in all schools in which such programming is offered. Fifty-percent by 2017-2018, 75% by 2018-2019, and 100% by 2019-2020	School coordinators and champions receive an annual honorarium/ gift and thank you card acknowledging there amazing efforts. Schools that highlight the efforts of threere volunteers- we cross post those testimonials and share with all our partners and other schools.	We are working to have monthly highlights on our newsletter including farmer profiles of producers and business that help make the program such a success.aiming for spring - fall 2020	Partially Completed
SNP	Create Awareness of the Program	Increase media promotion: social media, PSA, print, stickers/posters on front doors and in schools that have breakfast programs	SNP appears in more than 100 social media posts annually by 2018-2019. Every school offering an SNP has a sticker or poster near their main entrance or office	Posters and stickers were provided to schools to stick in fron of each school window (entrance) Soscial media posts are ongoing including our monthly newsletters and the sharing of school posts around SNP and SNP events	Ongoing- sharing of information when applicable	Progressing

SNP	Create Awareness of the Program	Build awareness with related community partners	At least 10 meetings are delivered annually to inform new community partners about SNPs	Over 20 meetings have been offered to community members/ partnerships to develop a better understanding of our current programming, to help identify needs and strategies , food procurement initiatives and budget approvals.	Continue to maintain these annual meetings	Complete
SNP	Create Awareness of the Program	Increased communication to share program success and positive experiences	A program success study is generated and shared publicly monthly	Newsletter distributed to key stakeholders on a monthly basis since 2017.	Ongoing Monthly	Complete
SNP	Create Awareness of the Program	Opportunities through promotional events and otherwise to build community awareness of the program	At least 10 presentations are provided to schools, food producers and local businesses to inform the general public of SN	Workshops as well as other school presentations have been offered throughout the 8 Counties - 2017-2018- 42 workshops 2018-2019- 79 workshops 2019-2020- workshops	Ongoing workshops	Complete
SNP	Engaged, Enabled Volunteers	Volunteer program in place	At least one volunteer in each region is recognized publicly for their efforts on a regular basis	We continue to recognize volunteers through online recognition. Honorariums	Looking at highlighting volunteers more on our FB page and through our newsletters as well as our funders and producers	Progressing
SNP	Engaged, Enabled Volunteers	Training program: SNP staff will encourage and provide all SNP site coordinators resources supporting safety/food handling, confidentiality, reporting, menu planning, budgeting, healthy food choices (under MCYS food guidelines) which are available and easily accessible any time	An online repository of training materials is established and all volunteers have access	Schools and coordinators now have access to the provincial Student Nutrition Ontario website with training material around Safe Food handling along with new guidelines and recipes.	Working groups have been formed through SNO to work on updating all material for schools and coordinators to access online- This work will be ongoing	Progressing
SNP	Engaged, Enabled Volunteers	Identify, support and fill gaps of need: survey/ask volunteers more frequently	Connections made with volunteer recruitment agencies throughout the communities that UCLCET SNPs serve	Consulted with United Ways- SDG and Prescott Russell about potential volunteers. Presentation scheduled for end Jan 2020 with St. Lawrence College students as well as some collaborative meetings for spring 2020	Continue to reach out to organizations when volunteers are needed. Volunteers need to be vetted/ evaluated however by each school due to intern policy and liability purposes.	Complete
SNP	Engaged, Enabled Volunteers	Partnership with volunteer recruitment agencies Cornwall, Brockville, Kemptonville, Gananoque	Annual communication with volunteer recruitment agencies to provide an update of needs. At least 10 volunteers are sourced annually through such partnership	Same as above	Same as above	Progressing

SNP	Build Strong, Collaborative Partnerships	Develop partnerships with agencies and individuals working on similar programs to enrich our existing committees. Participate in local networking opportunities when available	A list of potential partners with common interests or similar mandate is established and updated annually. At least one new partnership is established annually	Our outreach has been through our FL coordinator as well as our monthly Newsletter - FB page		Complete
SNP	Build Strong, Collaborative Partnerships	Continue to build a collaborative culture with Community Partnership Committee (CPC) to promote our program goals	Ninety percent of Community Partnership Committee members participate in at least one meeting annually	We continue to encourage participation and to date 90% of each CP have attended	Actively looking for new, committed leaders to sit on these committees in all three Lead regions. Our goal is to have 2-4 New active members by September 2020	Complete